

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**L. 1 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (Feb 1998)**

This solicitation incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at these addresses www.arnet.gov.

PROVISION	TITLE	DATE
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52.204-6	DATA UNIVERSAL NUMBERING SYSTEMS (DUNS) NUMBER (JUN 1999)	
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52.215-1	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (IAW FAR 15.209(a) (MAY 2001)	
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L.2. STANDARD COMPETITION under OMB Circular No. A-76

This procurement is being conducted as a Standard Competition, with no OMB requested deviations, under OMB Circular No. A-76, dated May 29, 2003. An evaluation of all offers (private and agency tender) will be made concurrently, leading to the establishment of an Most Efficient Organization (MEO) letter of obligation with an official responsible for the performance of the MEO, or award of a contract to a Private Sector source.

L.3 FAR 52.219-24 SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM—TARGETS (OCT 2000)**Not applicable to the Government MEO.**

(a) This solicitation contains a source selection sub factor related to the participation of small disadvantaged business (SDB) concerns in the contract. Credit under that evaluation sub factor is not available to a SDB concern that qualifies for a price evaluation adjustment under the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, unless the SDB concern specifically waives the price evaluation adjustment.

(b) In order to receive credit under the source selection sub factor, the Service Provider (SP) must provide, with its offer, targets, expressed as dollars and percentages of total contract value, for SDB participation in any of the North American Industry Classification System (NAICS) Industry Sub sectors as determined by the Department of Commerce.

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The targets may provide for participation by a prime SP, joint venture partner, teaming arrangement member, or sub SP; however, the targets for sub SPs must be listed separately.

L.4 REQUIRED CENTRAL CONTRACTOR REGISTRATION (JAN 2002)

Not applicable to the Government MEO.

(a) Definitions. As used in this clause--

(1) "Central Contractor Registration (CCR) database" means the primary Department of Defense (DOD) repository for Contractor information required for the conduct of business with DoD.

(2) "Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet Information Services to identify unique business entities.

(3) "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by Dun and Bradstreet plus a 4-digit suffix that may be assigned by a parent (controlling) business concern. This 4-digit suffix may be assigned at the discretion of the parent business concern for such purposes as identifying subunits or affiliates of the parent business concern.

(4) "Registered in the CCR database" means that all mandatory information, including the DUNS number or the DUNS+4 numbers, if applicable, is in the CCR database; the DUNS number has been validated; and all edits have been successfully completed.

(b)(1) By submission of an offer, the SP acknowledges the requirement that it must be registered in the CCR database prior to award, during performance, and through final payment of any contract resulting from this solicitation, except for awards to foreign vendors for work to be performed outside the United States.

(2) The SP shall provide its DUNS or, if applicable, its DUNS+4 number with its offer, which will be used by the Contracting Officer to verify that the SP is registered in the CCR database.

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(3) Lack of registration in the CCR database will make a SP ineligible for award of a Treasury contract.

(4) DoD has established a goal of registering an applicant in the CCR database within 48 hours after receipt of a complete and accurate application via the Internet. However, registration of an applicant submitting an application through a method other than the Internet may take up to 30 days. Therefore, SPs that are not registered should consider applying for registration immediately upon receipt of this solicitation.

(c) The Contractor is responsible for the accuracy and completeness of the data within the CCR, and for any liability resulting from the Government's reliance on inaccurate or incomplete data. To remain registered in the CCR database after the initial registration, the Contractor is required to confirm on an annual basis that its information in the CCR database is accurate and complete.

(d) Following the Contractor's initial registration in CCR and receipt of Treasury Department (excluding the Comptroller of the Currency) award of a contract, purchase order, delivery order, task order, basic agreement, basic ordering agreement, or blanket purchase agreement, the Contractor must notify the Contracting Officer of any of its changes mandatory business data in CCR within three business days of the change. (See CCR Handbook at www.ccr.gov for the current mandatory registration data field, or contact the CCR Assistance Center at 888-227-2423 or 616-961-5757.

(e) SPs and Contractors may obtain information on registration and annual confirmation requirements via the internet at <http://www.ccr.gov> from the Defense Electronic Business Program Office (Defense e-Business) at contract.ccr@us.pwcglobal.com, from the CCR Assistance Center at 888-227-2423 or 616-961-5757, from the Defense Logistic Information Service.

(f) Contractors such as consultants and sole proprietorships that are small firms that would otherwise have no use for a Dun & Bradstreet (D&B) number may use an alternative D&B registration method. If needing a D&B number principally for CCR registration, such a Contractor should call D&B toll free at 866-705-5711 or 610-882-7000, and clearly state that it is a very small business and simply needs a DUNS number for the purpose of CCR registration.

(End of Clause)

L.5 PROPOSAL SUBMISSION REQUIREMENTS

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(A) GENERAL The SP's proposal shall consist of an executive summary, technical proposal with compliance matrix per section L.25, technical approach, management plan, present and past performance, cost/price proposal, SF 33 and Representations and Certifications, identify areas of proposal risk in response to paragraph M.5, explain approach to minimize/manage/mitigate the impact of these risks on the success of the effort. The SP shall submit to the Contracting Officer its proposal in the volumes, number of copies, and number of pages stated in paragraph (B) below. The SP shall provide the digital copies on 3 1/2" diskette or CD-ROM disk in Microsoft Office software components or Microsoft Project, versions 2000 or later products or Adobe Acrobat file format.

(1) Any data previously submitted in response to another solicitation will be assumed unavailable to the Contracting Officer; and this data must not be incorporated into the technical proposal by reference.

(2) Proposals must be legible, double spaced, typewritten, in a font size no smaller than what is equivalent to Microsoft Word Aerial Font 10, with at least a one-inch margin on all sides of the printed page on paper not larger than eight and a half by eleven inches and not to exceed the page limits established herein. Pages in excess of the individual limitations shall not be evaluated and will be returned to the SP. Each fold-out chart, diagram, and matrix that is larger than 8 1/2" X 11" shall be provided in fold out format so that the Government can read and evaluate them without the removal from the proposal binder. A fold-out with two pages will be counted as two 8 1/2" x 11" pages. Double-sided pages with print on both sides shall be counted as two pages. All pages must be numbered. In order to reduce redundancy in the proposal, the SP may reference another section in the proposal rather than duplicate the information in more than one location; however, consistency in the logical flow of the subject matter must be maintained. Where use of sub-SP is proposed, the proposal shall clearly distinguish between the prime SP's and the sub-SP's work and responsibilities.

(3) The SP's proposal shall be in a sealed package and be clearly marked with the solicitation number. The proposal may have a cover letter (maximum 2 pages). Each volume and section shall have a table of contents. Tables of contents and blank section dividers shall not be included in the page limitations cited for each section.

(4) If the SP submits proposal revisions, during or after discussions, any change pages that are submitted shall be a different color font than the original proposed pages, and have changed information clearly marked by a vertical line in the right margin of the page.

(B)(1) Prospective private sector SP shall submit the following volumes of material:

(Any excess pages will not be evaluated and will be returned to the SP without examination by registered mail.)

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Volume Number	Volume Title	Number of Copies	Digital Copies	Maximum # of Pages	Proposal Due Date
I	Executive Summary	1 Original + 7 copies	1	10	00 (Month) 2004, 3:00 P.M. EST
II	Section 1 - Technical Proposal with Compliance Matrix 1. Technical Approach Overall Understanding and Approach Section I – Warehouse Management System Section II – Procedures Section III - Personnel 2. Phase-In Plan Section I - Transfer of Operation & Timeline Section II - Use of Government Employees? 3. Government Furnished Equipment (GFE) Plan 4. Physical Security Plan 5. Safety Program Plan 6. List of Vehicles Section 2 – Management Plan 1. Staffing Plan 2. Strike Contingency Plan** 3. Quality Control Plan	1 Original + 7 copies	1	150	00 (Month) 2004, 3:00 P.M. EST.
III	Present and Past Performance Information; Representations and Certifications;	1 Original + 7 Copies	1	No Limit	00 (Month), 3:00 P. M. EST.

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Volume Number	Volume Title	Number of Copies	Digital Copies	Maximum # of Pages	Proposal Due Date
	Acknowledgement of All Amendments	1 Original			
IV	Cost/Price Proposal SF 33	1 Original + 2 copies	1	No Limit	00 (Month) 2004, 3:00 P.M. EST.

(B)(2) GOVERNMENT'S MOST EFFICIENT ORGANIZATION (MEO) PROPOSAL: The Government does not need to include in its proposal the following: a Strike Contingency Plan, Sub-contracting Plan, Representations and Certifications, Present and Past Performance and an SF-33.

- (a) a labor strike plan;
- (b) a small business strategy;
- (c) a subcontracting plan goal;
- (d) participation of small disadvantaged businesses;
- (e) licensing or other certifications;
- (f) past performance information (unless the agency tender is based on an MEO that has been implemented in accordance with this circular or a previous OMB Circular A-76); and
- (g) SF-33

Volume Number	Volume Title	Number of Copies	Digital Copies	Maximum # of Pages	Proposal Due Date
I	Executive Summary	1 Original + 7 copies	1	10	00 (Month) 2004, 3:00 P.M. EST.
II	Section 1 - Technical Proposal with Compliance Matrix	1 Original + 7 copies	1	150	00 (Month) 2004, 3:00 P.M. EST.

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Volume Number	Volume Title	Number of Copies	Digital Copies	Maximum # of Pages	Proposal Due Date
	1.Technical Approach Section I. Overall Understanding and Approach and Familiarity with Records Management Services 2.Phase-In Plan Section I. Transfer of Operation Section II Timeline 3.COOP Plan 4.Quality Control Plan 5. Safety Plan Section 2 – Management Plan 1.Staffing Plan 2.Strike Contingency Plan** 3.Subcontracting Plan**				
III	Present and Past Performance Information and Representations and Certifications**			No Limit	00 (Month), 3:00 P. M. EST.
IV	Cost/Price Proposal SF 33**	1 Original + 2 copies	1	Not limited The MEO's cost proposal will be prepared	00 (Month) 2004, 3:00 P.M. EST.

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Volume Number	Volume Title	Number of Copies	Digital Copies	Maximum # of Pages	Proposal Due Date
				using COMPARE Version 2.0 software.	

NOTE: Double ** means not required by the Government MEO.

L.6 EXECUTIVE SUMMARY (Volume I) The Executive Summary shall provide a synopsis of the SP's proposal, highlighting salient features and strengths. The Executive Summary shall contain the SP's overall understanding of the IRS Logistics Support requirement, an introduction of the SP, any teamed subcontractors, the management team that will manage this effort, a discussion of the SPs proposed approach to accomplishment of the requirements, and a statement of corporate commitment.

L.7 TECHNICAL PROPOSAL (Volume II, Section 1)

The technical proposal shall not be classified and shall include Compliance Matrix. The following sections are to be included in the order indicated:

(1) Sub-factor 1 – Understanding the Scope

The SP shall provide a summary of its understanding of concepts and processes for warehousing & transportation operations, office appliance repair, and other logistics support set forth in Section C.

(2) Sub-factor 2 – Technical Approach

Section I: Warehouse and Transportation Management System (WTMS)– The SP shall, in its proposal, provide a detailed description of the proposed WTMS with specific emphasis on the Government's areas of interest outlined in Sections C.3.3.1 and C.3.3.2.

Section II: Procedures – The SP shall describe specific procedures to be followed by its employees in performing all work defined in Section C.5. Provide information on how these procedures will ensure proper completion of assigned tasks, high quality, and efficient operation.

Section III: Personnel – The SP shall describe the qualifications of its workforce in performing this contract in terms of overall experience, reliability, training, and other factors that contribute to customer satisfaction.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**(3) Sub-factor 3 – Phase-In Plan****Section I: Transfer of Operations & Timeline**

The SP shall submit a Phase-in Plan with its proposal that explains what actions will take place to addresses all the requirements provided in Section C.1.2 in sufficient detail for the Government to determine if the plan satisfactorily prepares the SP for full performance at contract start date. The SP shall describe, in detail, how the start-up and phase-in will be managed for this contract so that transfer of operations can be accomplished without any degradation to timely workload processing. The Government's intent is to phase-in in 30 days, after award of this contract, without any degradation of service. The Government is committed to providing the current Logistics Support for the 30 days phase-in. Phase-In in less than 30 days will not be considered advantageous to the Government for evaluation purposes. The SP's phase-in shall include a timeline to include start and completion of each event, e.g., interviewing, hiring, human resource actions, training, environmental issues, security clearances and start work dates.

Section II: Use of Government Employees**Not applicable to the Government MEO.**

The SP shall describe the level of IRS involvement required to support the phase-in (e.g., management support, 100% continuation of operational tasks per Section C).

(4) Sub-factor 4 – Physical Security Plan**Not applicable to the Government MEO.**

The SP shall develop and implement a Physical Security Plan that documents an auditable system of controls and procedures to secure facilities and Government furnished equipment under the SP's control for the performance of this contract.

(5) Sub-factor 5 – Safety Program Plan

The SP shall develop and provide a Safety Program Plan to be followed during contract execution that delineates the processes and procedures that the SP shall use to prevent accidents and preserve the life and health of SP and Government personnel and the public, and that protects SP and Government work and property. The SP shall implement a safety program based on the final safety plan submitted for approval by the SP within 60 days of contract start. The SP's safety program shall fully comply with the provisions of the Internal Revenue Service, IRM 1.14.5 and OSHA regulations and directives. In cases where there is a conflict in standards, the stricter standard shall apply.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**(6) Sub-factor 6 – Continuity of Operations Plan (COOP).**

The SP shall submit a Continuity of Operations Plan (COOP) that describes, in detail, the actions to be taken in contingency situations. It shall include as a minimum, the delineation of responsibilities and coordination to take place between the Government and the SP for timely workload processing, response to customer inquiries, and sustained operation of the Warehouse and Transportation Management System. The COOP shall delineate the processes and procedures that the SP shall use during disaster recovery efforts affecting both local warehouse and transportation operations and the WTMS in general. Upon contract award the SP shall merge their COOP with each existing Logistics Support COOP.

(7) Sub-factor 7 – Government Furnished Equipment (GFE) Plan**Not applicable to the Government MEO.**

The SP shall develop and deliver to the Government a GFE Plan describing the elements of the SP's property control plan, including policies, methods, and procedures of the SP's property control system.

(8) Sub-factor 8 – List of Vehicles

The SP shall supply all vehicles required to accomplish the tasks set forth in this PWS. As part of its proposal, the SP shall identify the types and number of vehicles that will be operated at each location.

L.8 MANAGEMENT PLAN (Volume II, Section 2)

The SP shall provide a detailed management plan that will be followed during contract execution. The SP's management plan shall include the proposed lines of responsibility, authority, and communication through which the Logistics Support requirement and Government directed tasks will be managed, and the procedure to be taken to ensure quality control and cost control. The SP shall provide an overview of the company, its capabilities, management structure, locations, as well as any other information that will highlight the SP's strengths and capabilities to perform this effort. The SP shall define the proposed organizational structure (including its chain of command, delegations of authority, and sub SP management plan, as it relates to the execution of the work required in Section C for the project and contract, how personnel will be assigned from task to task throughout the contractual period, and how the proposed project team will interface with both the SP's corporate structure and with the Logistics Support command structure. Additionally, the SP shall specifically define its proposed supervisory structure, corporate oversight of contract and corporate involvement in on-site performance. The SP shall propose policies, and procedures for managing and directing the effort for productivity, quality, cost control, and early identification and resolution of problems/risks.

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In terms of the staffing portion of the plan, the SP shall clearly demonstrates an ability to staff the non-key personnel portion of the contract with personnel who meet the minimum personnel qualifications both initially and over the life of the contract. SP shall also clearly demonstrate how personnel turnover of both key and non-key personnel shall be minimized to ensure timely delivery of the services described in Section C. Primary preference for initial staffing of non-key personnel at time of contract award is for current employees with personnel for whom the SP has binding contingency hiring agreements vice recruiting.

The SP's proposal shall contain a staffing plan for each of the sites that shall address staffing levels for both peak and non-peak periods. At a minimum, the staffing plan shall identify the number of personnel and specific skills that will be required at each site to accomplish the tasks set forth in the PWS.

The PL shall plan, direct, and control the day-to-day operations specified in this document and as set forth in the SP's proposal.

Key Personnel submitted by the SP shall at a minimum meet, or exceed, the experience required by the labor category qualifications in Section C and Section H. The SP shall provide with their proposal a letter of intent for ALL key personnel and individuals currently not employed by the SP or Sub-SP's. The letter of intent is a letter from the SP to an individual, offering that individual employment under this contract, and that individual's acceptance of that offer. The letter of intent shall contain at a minimum, hours of work required per day, and the overall period of performance. The letter of intent is not required of the MEO.

Key Personnel shall contain one page (maximum) introductory summary on key personnel including their full time availability. All key personnel must be available full-time. (Available means available to work, if and when ordered. Full-time means a regular labor-year, the definition of which in terms of precise hours will vary from company to company. Full-time does not apply to categories whose total hours in Section C are clearly less than a full-time person, however, such persons must at all times be available if and when ordered.)

Key Personnel Labor:

National Enterprise Program Manager

Project Leader (at each campus and the Detroit Computing Center)

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Quality Control personnel

All non-key personnel shall meet minimum personnel qualifications. Also the plan must describe the SP's proposed recruiting/hiring program for staffing the contract with qualified personnel over the life of the contract, with examples of previous successful recruiting/staffing efforts on contract(s) of similar magnitude. SPs are cautioned that the primary preference for staffing non-key personnel at time of contract award is with current employees (FAR 52.207-3) or contingent hires versus reliance on recruiting new hires. (Résumés shall not be submitted on personnel).

Personnel submitted by the SP shall meet or exceed the personnel qualifications set forth in Section C. A person shall not be proposed for more than one labor category.

New hires shall not be proposed. A new hire is defined as a specified or unspecified individual to fill an empty billet who is neither identified as a current employee of the SP (or proposed sub SP) nor as a contingency hire. A contingency hire is defined as an individual who has signed a letter of intent to work in the event the contract is awarded to the SP.

(2) Sub factor 2 – Strike Contingency Plan.

Not applicable to the Government MEO.

The SP shall submit a Strike Contingency Plan that demonstrates impacts on Government operations or the SP's ability to perform work associated with the contract in the event of a work stoppage by SP employees. The plan shall include the description of the procedures that will be used to provide continual service without interruption to the customer. Upon approval by the CO, the Strike Contingency Plan will become a compliance document serving as the basis of SP Strike Contingency practices.

(3) Sub-factor 3 – Quality Control Plan

The SP shall submit a QCP for measuring and attaining quality of performance under this contract. The SP's QCP shall explain the manner in which the SP shall ensure all contract requirements are being accomplished in accordance with the contract. A sustaining focus throughout the QCP shall be the attainment of continuous quality improvement.

As part of its proposal, the SP shall develop and submit a Quality Control Plan (QCP) that provides details concerning the procedures it will establish and follow to ensure services and standards contained in and required by this PWS are satisfied. The QCP shall, at a minimum, contain the items listed below, and shall become a compliance document subsequent to review and approval by the CO. An updated QCP shall be

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provided to the CO at least five (5) workdays prior to implementation of any changes. At a minimum, the QCP shall:

Describe the inspection system covering the services required by this PWS on both a scheduled or unscheduled basis, with particular attention to the areas listed in the Performance Requirements Document in Section J.

Describe the method for identifying and preventing deficiencies in the quality of service performed under this PWS before the level of performance becomes unacceptable, and describe processes for implementing corrective actions.

Include a customer complaint/feedback system for correction of validated complaints and to inform the customer of corrections. Describe how customers or other interested parties may identify problem areas or situations to the SP.

Describe methods of direct and indirect communications with the Government regarding performance of this contract.

Define the inspection records that shall be kept by the SP and made available to the Government throughout the contract performance period. The records of inspection shall be kept and made readily available to the Government throughout the contract performance period and for the period after contract completion in accordance with Federal Acquisition Regulation Subpart 4.7.

(4) Continuity of Operations Plan (COOP).

Not applicable to the Government MEO.

The SP shall submit the Continuity of Operations Plan (COOP), as required in Section C of this solicitation. The COOP shall describe, in detail, the actions to be taken in contingency situations including as a minimum, the delineation of responsibilities between Government and SP, the coordination to take place between the Government and the SP for timely workload processing, response to customer inquiries, receipt of incoming mail, files services, and retirement of files under contingency circumstances, and the specific timeframes required for establishing these capabilities. The COOP shall delineate the processes and procedures that the SP shall use during disaster recovery efforts, compliance with scheduled outages, business continuity exercises and to protect SP and Government personnel and work and property. Upon contract award

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the SP shall merge their COOP with each file location business continuity plan. The SP shall demonstrate how the SP will transition to the existing Logistics Support COOP.

L.9 PRESENT AND PAST PERFORMANCE INFORMATION AND REPRESENTATIONS AND CERTIFICATION (Volume III)

Not applicable to the Government MEO.

(1) To assist the Government in reducing the evaluation period, the SP shall submit to the Contracting Officer its present and past performance information and Representation and Certifications no later than 3:00 P. M. local time on (Month, Day, 2005). The receipt of present and past performance information is subject to FAR 52.215-1(c) (3) (i) Late Proposals and Revisions. The SP shall submit the rest of its initial proposal no later than the solicitation closing date and time.

(2) The SP shall describe its present and past performance on directly related or similar Federal, agencies of the State and Local Government, private contracts and subcontracts and commercial customers that it has held within the last 6 years and all contracts and subcontracts currently in progress which are of similar scope, magnitude and complexity to that which is detailed in the RFP. The SP shall clearly identify whether the work (present/past performance) by the SP was done as a Prime SP or a Sub SP. SPs who describe similar contracts and subcontracts shall provide a detailed explanation demonstrating the similarity of the contracts to the requirements of the RFP.

(3) The SP shall submit the last most relevant FIVE contracts completed and another FIVE most relevant contracts currently in process (if appropriate, provide only the present/past performance of the division/affiliate/subsidiary of the SP that will actually perform the work). Fill out Present and Past Performance worksheet (Section J-4) for each of the TEN contracts listed. If a SP does not have sufficient experience to list the required contracts, the SP may include as part of the list, contracts of any sub SP that the SP will use in performance of this contract, contracts of any key personnel that will be involved in this contract, and, if the SP is a combination of firms (for example, a partnership or joint venture), contracts of any companies that make up the SP.

(4) SP must ensure that for EACH present and past performance contract reference included in the present and past performance proposal volume, a completed present and past performance survey (Section J-4) is returned to the Contracting Officer no later than the due date listed in L.4 table. The complete present and past performance survey shall be submitted directly from the reference to the Contracting Officer;

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however, it is the SP's responsibility to assure their references provide surveys on time to the Contracting Officer.

L.10 COST/PRICE PROPOSAL (Volume IV)**COST/PRICE PROPOSAL**

Each hard copy of the offeror's price proposal shall be in a loose-leaf, 3 ring binder. One original and two hard copies of the price proposal shall be provided along with three copies on 3 1/2" floppy disks or CD-ROM disks in Microsoft Excel (2000 version or higher), or Microsoft Word for the text portions of the price proposal. The Government shall include the price estimate electronically prepared in the most current COMPARE software version as of the proposal submission date. The MEO shall provide three hardcopies of their price proposal. The MEO shall provide any supplemental pricing data in Microsoft Excel (2000 version or higher) or Microsoft Word for the text portions of the price proposal. Some costs are calculated outside of the COMPARE software and manually entered into the program. To the extent that these costs (e.g., overtime, and other labor premium costs, minor items, travel, and subcontract(s) are proposed, additional spreadsheets prepared and necessary supporting documentation shall be provided to comply with the instructions below and submitted with the MEO's price proposal.

The MEO shall submit a copy of its certified Standard Competition Form (SCF) and also the password to access its electronic COMPARE files.

1. General

These instructions are intended to assist in submitting information other than cost or pricing data that is required to substantiate price reasonableness and cost realism of the proposed price. Certified cost or pricing data is not required but in accordance with FAR 15.403-3, Requiring Information Other Than Cost or Pricing Data, the Contracting Officer may request additional information other than what is provided in the cost proposal. The offeror's cost proposal shall be prepared and submitted in accordance with the following requirements. The format and content requirements provided herein apply equally to both the prime SP as well as any subcontractors/team members/consultants. Any inconsistency, whether real or apparent, between promised performance and estimated cost should be explained in the proposal. Any significant inconsistency raises a fundamental issue of the offeror's understanding of the nature and scope of the work required and the ability to perform the contract, and may be grounds for rejection of the proposal. The burden of proof as to the reasonableness and the realism of proposed costs and prices rests with the offeror.

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2. Volume Organization. The Price Volume shall be organized as shown.

Section 1 – Preface with a Table of Contents which shall specify by page number, the location of information requested in these instructions.

a. A summary description of your standard estimating system or methods used in the preparation of the price proposal. The summary description shall cover separately each major cost element, e.g., Direct Materials, Direct Labor, Indirect Labor, Other Direct Costs, General and Administrative and profit.

b. Commonality. Any cost reductions made in your proposal that are attributed to commonality with other programs, company-funded efforts or capitalization of equipment.

Section 2 – Pricing information and supporting data, to include estimating methodology.

Summary of Fixed Hourly Direct Labor Rates. Provide a breakdown of hours and rates by labor classification. For example,

Labor Classification	Basic Period	Option Period 1	Option Period 2	Option Period 3	Option Period 4
	\$ /hr	\$ /hr	\$ /hr	\$ /hr	\$ /hr

Because this procurement is for services, it is subject to the Service Contract Act of 1965 (SCA), 41 U.S.C. 351-358 (2001). Pursuant to this Act and the implementing provisions of the Federal Acquisition Regulation (FAR), the Contracting Officer has notified the Department of Labor (DOL) of the agency's intent to award a service contract and of the list of all the classes of workers the SP is expected to employ. Based upon this information DOL on-line subscriber wage determinations have been added to this RFP as Section J attachments. Employees may be exempt from the SCA if they are employed in a bona fide executive, administrative, or professional capacity as those terms are defined in 29 C.F.R. Part 541 and FAR 22.1001.

a. SPs shall identify whether each staffing position is exempt or non-exempt and the level and title of the labor category for non-exempt categories.

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b. Material. Provide information showing the reasonableness of the material costs for each CLIN. Identify the major material items and quantities required and the proposed unit prices.

c. Subcontracting. Provide a breakdown of work to be performed by sub Service Providers by task, number of hours and cost.

Section 3 – Other information such as GFP/GFE, long lead costs, inflation rate summary and explanation. Address all escalation rates used to prepare the price proposal broken out by year and functional category.

3. Pricing Information

The cost proposal shall contain a detailed breakdown of all costs. The cost proposal shall contain a complete and traceable description of all costs. A detailed description of the basis of the costs shall be described and supporting data for the proposed costs provided and/or described as appropriate to support price reasonableness and cost realism. The cost proposal shall include subtotals and totals for costs within a contract period when applicable and for each contract period. Completed Section B, Supplies or Services and Prices/Costs, shall be included in the cost proposal. In addition to including completed Section B tables, schedules shall be included containing the below described information. Additional cost schedules should be provided as necessary and as determined by the offeror to meet the pricing requirements described in these pricing notes and to provide the necessary information and support for the offeror's cost proposal. A detailed breakdown and description of the Phase-in costs shall be provided separately and shall not be included in the schedules described below.

A schedule of FTEs by labor category for each Logistics Support Services location for the base year and each option year. The schedule should contain a summary of total monthly labor hours and total annual labor hours for each labor category. Labor hours should be subtotaled by individual Logistics Support Services location (site), individual contract period, and a grand total should be provided for each individual contract period. The direct labor hours used to compute an individual FTE should be identified. Specific Logistics Support requirements are not to be addressed on this schedule.

A schedule of summary labor hours by month and year for each PWS Logistics Support Services requirement for each individual Logistics Support location. Hours should be at a sub-task level in accordance with the requirements of the PWS, as proposed and costed/priced by the offeror. Sufficient information should be provided to allow

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comparison to an offeror's technical proposal to substantiate cost realism. The hours should be sub-totaled and there should be a grand total.

A schedule of labor rates for each Logistics Support Services location broken down by labor category, base unloaded labor rate, and each individual loading factor including profit/fee if profit/fee is included in the labor rates and is not applied to total labor or total cost. Individual fringe benefits required by the Department of Labor Wage Determinations for each proposed Service Contract Act (SCA) labor rate shall be identified for verification by the Government of compliance with the SCA and Wage Determinations. Total fully loaded labor rates should also be identified in the schedule. Proposed SCA labor rates shall be identified to the Wage Determination labor categories and labor rates that the proposed SCA labor rates are based on.

A comprehensive, detailed cost schedule shall be provided for each individual Logistics Support Services location (11 total locations) for the base period and each contract year. The schedule should contain summarized costs by specific PWS Logistics Support requirement level, i.e., PWS paragraph 5.1 Warehousing Costs, PWS paragraph 5.2 Transportation Costs, paragraph 5.3 Appliance repair and 5.4 Other Tasks.. The schedule should contain labor cost, cost for equipment, cost for supplies, any applicable loading factors, and other costs properly identified proposed for a Logistics Support Services Location. There should be subtotals by cost element grouping and there should be grand totals. The extent of additional data/costs included in this schedule beyond that described is deferred to the offeror.

A comprehensive detail cost schedule should be provided to support the Warehouse and Transportation Management Systems (WMS) to track items received by, stored in, and shipped from the Warehouse in accordance with PWS Paragraph C.3.3. Provide supporting documentation to support material costs, labor cost and other expenses to establish and maintain the WMS.

4. Instructions for Individual Cost Elements

The supporting data submitted must be the data used by the offeror for pricing and that firmly and fully supports price reasonableness and cost realism of the offeror's proposed costs and prices.

Labor Rates

The base, unloaded labor rate and each individual loading factor should be separately identified. Provide supporting rationale and methodology used for labor rate

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development. Attach supporting data for the labor rates. Include documentation from DCAA or other cognizant Government audit office if proposed labor rates are approved forward pricing rates. Provide copies of payroll records, acceptance letters with agreed-to salaries for contingent hires, historical labor rate data, or other supporting data as appropriate. A narrative justification of the realism of labor rates should be provided if necessary.

Employees may be exempt from the SCA if they are employed in a bona fide executive, administrative, or professional capacity as those terms are defined in 29 C.F.R. Part 541 and FAR 22.1001. Offerors shall identify whether each staffing position is exempt or non-exempt categories. Even though the MEO in-house personnel are not subject to the Service Contract Act, its personnel are subject to the Fair Labor Standards Act which provides for similar labor classifications of exempt and non-exempt employees and escalation.

Do not escalate or provide any contingencies for those labor classifications that are subject to the SCA per FAR 52.222-41. See FAR 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Options Contracts) for allowances and adjustments to the SCA labor rates. Identify in your cost proposal which labor classifications will fall under the SCA. Only escalate the exempt rates for the option years. The General schedule (GS) salary table is in effect for the calendar year while the Federal Wage System (FWS) pay table is effective for twelve months beginning in any month of the year. Inflation factors are to be applied on the anniversary date of the Wage Determination in question. While for GS employees this means that the inflation factors are applied in January of each year (because GS pay schedules are adjusted in January); for FWS employees the inflation factors are applied on the anniversary of the FWS Wage Determination.

Burden and Indirect Rates

Provide a table identifying all proposed burden and indirect rates and associated cost centers. Identify the fiscal year-end date. If the rates are blended rates, also show the proposed rates by SP fiscal year. Provide supporting documentation from the cognizant Government audit agency if the indirect rates are approved forward pricing rates, or from the Administrative Contracting Officer if appropriate. Otherwise, provide supporting rationale and methodology used for indirect rate development. Provide historical rates for the most recently completed fiscal year and the two previous fiscal periods if available. Provide budgetary data if budgetary data was used in computing the rates. Show the composition of each burden and indirect expense pool proposed. List the elements of each pool, amount of each element, base, rate and include any other supporting data which supports the computation of the rates and the realism of the rates. Identify the cognizant Government audit office, the name of a contact if known,

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and telephone number. Offerors must support the realism of newly formulated burden and indirect rates.

Subcontractors and Consultants

Include a listing of subcontractors. The proposal shall include subcontract cost data in the same level of detail as provided for the offeror. Subcontracting costs shall be supported. It is the responsibility of the prime SP and higher-tier subcontractor (if applicable) to review and evaluate the reasonableness and realism of subcontract cost data and furnish the results of such review and evaluation to the government as part of the offeror's cost proposal. Include these analyses as part of your own price proposal submissions including data other than cost or pricing data submitted by subcontractors for dollar amounts that are material dollar amounts. Subcontractors not willing to submit data to the prime SP may submit this data directly to the Government, or the data may be submitted to the prime SP in a sealed envelope to forward to the Government. Provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions priced on the basis of adequate price competition. If applicable, provide a detailed listing of consultants and rationale for selection. Identify the corresponding labor category for each proposed consultant. Include your analysis that establishes the reasonableness of the proposed hourly rates for consultants.

(d) Equipment and Materials

Provide a consolidated priced summary of individual quantities proposed and the basis for pricing (vendor quotes, invoice prices, etc.). For all items proposed, identify the item and show the source, quantity, and price. Provide data showing the degree of competition and the basis for establishing the source and reasonableness of price for those acquisitions priced on the basis of adequate price competition.

All Other Costs

Identify the type and amount of all other costs not identified above. Provide data showing the basis for establishing source and reasonableness of price. Provide a summary of your cost or price analysis.

(e) Escalation

Address all escalation rates used to prepare the price proposal broken out by year and functional category.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**5. Government-Furnished Property****Utilities for Government Furnished Facilities**

Utilities shall be provided to all SPs (MEO and Private Sector SPs).

6. FAR 9.1 Responsible Prospective SPs

For financial capability determination, the offeror shall submit as part of its cost proposal, its certified financial statements for the two prior fiscal years and the current year-to-date statements. If the offeror is a partnership or joint venture, each of the companies that make-up the offeror shall submit its certified financial statements for the two prior fiscal years and the current year-to-date statements. The financial statements shall include, as a minimum, Balance Sheet, Income Statement, Statement of Cash Flows, and related explanatory notes. If the offeror does not have certified financial statements, compiled or reviewed statements shall be submitted. Additionally, each offeror shall provide sources of capital, e.g., lines of credit, corporate capital infusion etc. Detail information should be submitted on lines of credit to include the name of the financial institution, total amount, amount outstanding, and name and telephone number of a contact at the financial institution.

7. The SP's cost proposal shall consist of a signed SF33, and any other fill-in clauses and provisions and the SP's cost proposal. The Government is not required to complete the SF 33. The SP shall complete the required SF-33 section to include adding the SP's DUNS number in block 15A.

8. Common costs include Government Furnished Property (GFP) in Section C.2.1, joint inventories in Section.3.2.1.2.2 and security clearances in Section C.1.3.7.3.

L. 11 Right of First Refusal of Employment

If a contractor is selected as the SP, in accordance with FAR 52.207-3, Right of First Refusal of Employment, the SP shall give Government employees who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract for positions for which they are qualified, if that employment is consistent with post-Government employment conflict of interest standards. The SP shall exhaust the government employee right of first refusal before: (1) shifting current SP employees from other contracts to meet the requirements of this contract; or (2) hiring new employees not eligible for the right of first refusal. For the purposes of FAR 52.207-3,

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an employment opening created by the award of the contract is any non-supervisory or non-management position.

L.12 INQUIRIES/QUESTIONS REGARDING THIS SOLICITATION

Inquiries concerning the solicitation requirements shall be in writing and shall be received by the Contracting Officer at the location noted in block 7 of the Standard Form 33, "Solicitation, Offer and Award," on or before 2:00 P. M. local time (Month, Day, 2005). Questions shall be e-mailed to "To Be Determined". The Government may not consider questions after this date.

L.13 TECHNICAL LIBRARY

A technical Library is available until the proposal due date for SPs to view data that was not distributed with the solicitation. The Technical Library is available for examination on IRS web site www.procurement.irs.treas.gov. Technical library publications and materials that are not available on the web site can be viewed on site by contacting the point of contact listed below. Due to security and sensitivity of some of the on-site publications and materials the SP shall be required to sign a non-disclosure form. Non-disclosure forms will be made available by the contact listed below. In addition, reproduction or removal of security documents, publications, policies, procedures or rules from the site location are prohibited.

Contact: (Name, Street Address, City, State, Zip) at (000) 000-0000 Monday through Friday, between the hours of 0:00 AM and 0:00 PM EST.

SPs are cautioned that all questions concerning this RFP shall be directed in writing in accordance with L.12 above. The Technical Library Government representative is only in place to provide access to documents and publications not listed on the Technical Library IRS web site. SP's shall not direct any questions pertaining to this RFP to the Technical Library Representative.

L.14 PRE-PROPOSAL CONFERENCE AND INDUSTRY DAY

(a) A pre-proposal conference for all prospective SPs will be held at the (Site Location, Street Address, City, State, Zip) on Date: (Month, Day, 2005) at Time 9:00A.M. to 4:00P.M. Local-time. For direction to the Logistics Support Site see IRS web site www.procurement.irs.treas.gov under business opportunities Logistics Support.

All prospective SPs are urged to attend this conference. To make the conference as productive as possible, SPs are requested to submit questions pertaining to this

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procurement in writing or by email to To Be Determined@irs.gov. Questions must be submitted to:

Pamela T. Lee

IRS Procurement (O:S:A: P: CSA)

Constellation Center

6009 Oxon Hill Road

Oxon Hill, MD 20745

by 2:00 P. M. local time (Month, Day, 2005).

(b) Failure of a prospective SP to submit questions or to attend the conference will be construed to mean the SP fully understands all the requirements of the solicitation. In no event will failure to attend the pre-proposal conference constitute grounds for a claim after award of the contract.

(c) Remarks and explanations made at this conference shall not qualify the terms and conditions of the solicitation, nor are they to be construed as changes to the solicitation or specifications. Changes to the terms and conditions, if any, shall be made in the form of a formal written amendment to the solicitation. Questions and answers from the conference will be provided to all potential SPs for informational purposes only and shall be posted to IRS web site www.procurement.irs.treas.gov.

(d) In accordance with the IRS web site posting of (Month, Day, 2005), SPs shall register at email address TO BE DETERMINED@irs.gov by (Month, Day, 2005) with the full name(s), social security number, and organization of the SP's representative(s) who will attend the conference. Due to security reasons vendors shall be limited to two representatives per company. The SP representatives upon arrival at the site shall possess a current and valid photo identification or shall be denied access. Any SP representatives showing up without the proper notification listed above shall be denied access for the conference/industry day due to security reasons. No computer equipment or camera equipment is authorized. Registration is required due to the limited conference room capacity of the facilities. The current facilities conference room will house approximately 60 participants. Early registration will assist the Government in determining the size of the audience, actual number of days required and notification to the SP on which day the SP shall attend if the audience is greater than 60. If the

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audience is less than 60, the Pre-proposal Conference/Industry Day will be condensed to one day (Month, Day, 2005). SP representatives shall be notified in advance.

L.15. FAR 52.237-1 SITE VISIT APR 1984

(a) Offerors are urged and expected to inspect the site where services to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after award.

(b) The site visit is schedule for Month, Day, 2005, at TO BE DETERMINED, commencing at 9:00 A.M. The site visit is in conjunction with the Pre-Proposal Conference. To arrange attendance at the site visit, email Ms. Pamela Lee at Pamela.t.lee@irs.gov and identify the names of the attendees. The cut-off for registration is 4:00 P.M. EASTERN STANDARD TIME (EST) (Month, Day, 2005).

L.16. REQUEST FOR CLARIFICATION (RFC)

(a) Requests for RFP clarification, to be addressed at the Pre-proposal Conference, are due by 4:00 P.M. (EST) local time on (Month Day, 2005). Any additional questions resulting from the Pre-proposal Conference are due by 4:00 P.M. (EST) local time on (To Be Determined).

(b) The only acceptable method of submission is electronic submission to Pamela.T.Lee@irs.gov. The Government will not provide any information concerning requests for clarifications in response to telephone calls, or other written or faxed queries from Offerors or Tenders.

(c) The Government reserves the right not to provide an answer for any RFC received after the dates stated above. If, however, in the Government's opinion, the RFC cites an issue of significant importance, the Government may provide written responses to all Offerors and Tenders.

L.17 FAR 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Firm Fixed Price (FFP) contract resulting from this solicitation. Within the contract are Cost Reimbursement CLINs as established in Section B.

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If a contract in the amount of \$10 million or more will result from this solicitation, the prospective Offeror and its known first-tier subcontractors with anticipated subcontracts of \$10 million or more shall be subject to a pre-award compliance evaluation by the Office of Federal Contract Compliance Programs (OFCCP), unless, within the preceding 24 months, OFCCP has conducted an evaluation and found the prospective Offeror and subcontractors to be in compliance with Executive Order 11246.

L.19 FAR 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Pamela T. Lee
IRS Procurement (OS:A:P:CSA)
Constellation Center
6009 Oxon Hill Road
Oxon Hill, MD 20745

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.20 FAR 52.237- SITE VISIT (APR 1984)

Offerors or quoters are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

(End of provision)

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(a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the provision.

(b) The use in this solicitation of any Defense Federal Acquisition Regulation Supplement (48 CFR Chapter 2) provision with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

(End of Provision)

L.22 DTAR 1052.219-71 SUBCONTRACTING PLAN (MAR 2002)**(IAW DTAR 1019.708-70(b))**

Not applicable to the Government MEO.

As part of its initial proposal, each large business shall submit a subcontracting plan, as prescribed in FAR 52.219-9. Use of the subcontracting plan outline contained in Section J of this solicitation is optional; however, plans must contain all elements included in the outline.

(End of Provision)

L.23 FAR 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE, (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The SP is cautioned that the listed provisions may include blocks that must be completed by the SP and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the SP may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. The full text of FAR clauses may be accessed electronically at www.arnet.gov.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**L.24 COMPETITIVE RANGE**

(a) The Government intends to award without discussions. If the Government decides that discussions are in the best interest of the Government, the Contracting Officer will establish a competitive range.

(b) After the establishment of the competitive range, each prospective SP remaining in the competitive range shall receive decision letters or evaluation notices (ENs) and will be scheduled for either written or oral discussions. After discussions are held, revised technical proposals will be requested.

L.25 COMPLIANCE MATRIX

Each hard copy of the SP's technical and cost proposal shall contain the following compliance matrix with the column "INDEX TO PROPOSAL" completed by inserting the identification of the location in the SP's proposal as to where the SP has addressed the associated solicitation requirement. The compliance matrix shall not count in the total page count of the Technical Proposal.

L.26 DTAR 1052.219-73 Department of the Treasury Mentor-Protégé Program. (January 2000)

(a) Large and small businesses are encouraged to participate in the Department of the Treasury Mentor-Protégé Program. Mentor firms provide small business protégés with developmental assistance to enhance their business capabilities and ability to obtain federal contracts.

Mentor firms are large prime contractors or eligible small businesses capable of providing developmental assistance. Protégé firms are small businesses, as defined in 13 CFR 121, 124, and 126.

Developmental assistance is technical, managerial, financial, and other mutually beneficial assistance to aid protégés. Contractors interested in participating in the Program are encouraged to contact the Department of the Treasury OSBD or the Bureau of the OSBD for further information.

(End of provision)